



DEPARTMENT OF THE ARMY  
OFFICE OF THE ASSISTANT SECRETARY  
MANPOWER AND RESERVE AFFAIRS  
5440 STUDENT DRIVE  
ABERDEEN PROVING GROUND, MD 21005-5200

REPLY TO  
ATTENTION OF

November 1, 1999

MEMORANDUM FOR CONUS CPOC DIRECTORS

SUBJECT: DA Referral Inventory for Civilian Career Program for Engineers and Scientists (Resources & Construction) (CP-18) and Real Estate Career Program (CP-55), Guidance Memorandum 99-27

Reference memorandum, Chief of Engineers, dated September 28, 1999, subject as above (enclosure).

The central referral inventories maintained by the Headquarters, US Army Corps of Engineers for both CP-18 and CP-55 will be discontinued in favor of electronically announcing vacancies on the Army Civilian Personnel Online (CPOL) Internet site. The Civilian Personnel Operations Centers (CPOCs) will assume responsibility for announcing vacancies and issuing referrals effective **December 1, 1999**.

The memorandum from LTG Ballard, referenced above, will be implemented as stated. Technology makes possible the instantaneous communication of vacancies; we need to take advantage of this opportunity to consider all possible candidates for positions without any time lag or other barriers associated with maintaining central referral inventories. Directors will ensure the distribution of these procedures to all appropriate CPOC personnel.

The point of contact for this action within the Productivity Enhancement Division (PED) is Marsha Glenn at Comm (410) 306-1753, DSN 458-1753 and electronic mail, [marsha.glenn@cpocma.army.mil](mailto:marsha.glenn@cpocma.army.mil).

Elmer F. Williams  
Director, Civilian Personnel Operations  
Center Management Agency

Enclosure

MEMORANDUM FOR Deputy Assistant Secretary of the Army (Civilian  
Personnel Policy), ASA(M&RA)

SUBJECT: DA Central Referral Inventory for Civilian Career Program  
for Engineers & Scientists (Resources & Construction)(CP-18) and Real  
Estate Career Program (CP-55)

1. As the Functional Chief (FC) for CP-18, I am discontinuing central referral at the GS-14 and 15 levels in favor of electronically announcing vacancies on the Army Civilian Personnel Online (CPOL) Internet site as they occur. Now that technology makes possible the instantaneous communication of vacancies, we need to take advantage of this opportunity to consider all possible candidates for positions without any time lag or other barriers associated with maintaining central referral inventories. We will accomplish this with a voluntary electronic announcement notification system, similar to that which AMC is piloting for CP-16.
2. My goal is to cease issuance of DA Referral Lists for CP-18 vacancies by 31 December 1999. Civilian Personnel Operations Centers (CPOC) will need to assume responsibility for announcing vacancies and issuing referral lists for recruitment actions initiated on or after 1 December 1999. I want to have each CP-18 vacancy at the GS-13 through 15 level announced on CPOL for thirty days to ensure we continue to get applicants from all commands. You may recall that I discontinued central referral for GS-13 level vacancies in 1997, but retained an Army-wide area of consideration. The Functional Chief's Representative (FCR) for CP-18 will continue to review all GS-15 selections in support of the Secretary of the Army's Affirmative Action Policy. We will provide a revision to the draft AR 690-950, Chapter 7, which will reflect these changes.
3. We also maintain a central referral inventory for the Real Estate Career Program (CP-55) and issue referral lists for USACE vacancies at the GS-12 through 15 level, as well as courtesy lists for other Army commands upon request. The decision to discontinue central referral for CP-18 affects CP-55 as well. This inventory will be discontinued also on 31 December 1999. Each servicing CPOC will be asked to post

28 September 1999

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for Engineers & Scientists (Resources & Construction) (CP-18) and Real  
Estate Career Program (CP-55)

a vacancy announcement on CPOL for thirty days with an Army-wide area of consideration when a vacancy occurs at the GS-12 through 15 level. Our Engineer Regulation will be revised accordingly.

4. Please advise each CPOC of this change in the way CP-18 and CP-55 vacancies will be filled, beginning with recruitment actions initiated on or after 1 December 1999. The posting of individual vacancies for thirty days on CPOL by the servicing CPOC will be key to the success of the electronic announcement notification system, and subsequently to our getting the applicant pool we seek. We will notify the other MACOM commanders as well as our USACE commanders.

/ORIGINAL SIGNED/

JOE N. BALLARD  
Lieutenant General, USA  
Commanding